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BUREAU OF LAND MANAGEMENT
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Instruction Memorandum No. BC-2000-047
Expires: 9/30/01

To: All Washington Office and Field Office Officials
Attn: Sign Coordinators

From: Director, National Business Center

Subject: Disposal of Excess, Obsolete, or Damaged Signs

Due to recent incidents of improper disposal of Bureau of Land Management (BLM) signs and the lack of related guidance in the sign directives, the following guidance is provided for your use.

1. Signs are Federally managed property and are to be disposed of in accordance with the personal property management procedures. BLM Manual 1520 Draft Chapter 6 - Personal Property Disposal states that: "Once property is no longer needed, all logos, signs, and insignia showing it to be government owned must be removed and the property along with the logos, signs, and insignia disposed of according to the laws, regulations, and policies which apply to all personal property, whether managed locally or in the Fixed Assets (FA) inventory system."

2. The Department of Interior (DOI) Departmental Manual, 314 DM 3.3, A, states: "Departmental and bureau seals and devices are not in the public domain and cannot be used for other than official Departmental business without specific authorization of the Office of the Secretary, Office of Communications." As a result, care must be taken to ensure that all DOI and BLM signs removed from the federal property management system are released in a condition which prevents their misuse and misrepresentation in the private sector.

There are several recommended methods of disposing of excess, obsolete or damaged signs.

A. Excess over stocked or unneeded signs which are still available in the Printed Material Distribution Services (PMDS) inventory, should be returned to the PMDS so they can be redistributed to other offices. Contact the Inventory Management Specialist, 303-236-1975, to coordinate their return.

B. Obsolete or damaged standard usage signs have no value other than their material content and should be recycled. Where recycling is not available, standard waste disposal practices will be followed. Whatever property disposal method is selected, it must be documented in accordance with federal property management procedures. **Prior to the transfer of a sign to a recycler, if the means exist, the sign should be sufficiently altered and defaced to prevent its misuse. If this is not possible, then a written agreement must be in place with the recycler assuring that the signs will be reduced to scrap and not be reused by anyone.**

C. Obsolete or damaged plywood, fiberglass, and decal signs may be recycled where applicable or disposed of following standard waste disposal practices. Whatever property disposal method is selected, it must be documented in accordance with federal property management procedures. **Prior to the transfer of a sign to a recycler, landfill, etc., the sign must be sufficiently altered and defaced to prevent its misuse.** If these signs contain metal sign or emblem components, these components should be removed and recycled using the same method of disposal established for the standard usage metal signs.

Please ensure that this guidance is distributed to those responsible for managing signs at all levels of your organization. If you have any questions, please contact Lee Campbell, Bureau Sign Coordinator, at 303-236-9422.

Signed by:
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Director, National Business Center

Authenticated by:
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